

GOVERNOR'S COMMISSION ON SENIOR SERVICES

Thursday • July 10, 2008 • 10:00 A.M. – 12:00 P.M.

Barbara Roberts DHS Building (RM 167) • 500 Summer Street NE Salem, Oregon 97301

EXECUTIVE COMMITTEE

MEMBERS PRESENT:

Elaine Barrett

Peggie Beck

Chuck Frazier

John Helm

Tim McQueary

Remona Simpson

MEMBERS EXCUSED:

Chris Flammang

Robert Lawrence

GUEST:

Eunice Dutton

STAFF PRESENT:

Dawn Rustrum, Coordinator

Becky Murphy, Administrative Staff

AGENDA ITEMS:

Call to Order

- Review and Approval of Agenda
- Review and Approval of Minutes
- Announcements

GCSS Draft Policies and Procedures

- Requests for Letters of Support from Non Profits
- Selection of New Commission Members
- Budget and Expense Reporting

Agendas and Meeting Planning

- Committee Meeting Times and Location of Meetings
- July Meetings
- September Meetings (Medford)
- Annual Celebration

Budget Update

Other Items

Adjourn

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CALL TO ORDER

John Helm, Chair, called the meeting to order at 10:00 a.m.

Review and Approval of Agenda

Members reviewed the agenda, moving the budget and meeting location discussions after Announcements.

Motion: By consensus without objection, the committee approved the agenda with changes.

Vote: 6-0-0-2

Yeas: Beck, Barrett, Frazier, Helm, McQueary, Simpson

Nays: 0

Abstentions: 0

Excused: Flammang, Lawrence

Motion carried.

Review and Approval of Minutes

Members reviewed and approved the June Executive Committee meeting minutes.

Motion: Elaine Barrett moved that the minutes be approved as written. Peggie Beck seconded the motion.

Vote: 6-0-0-2

Yeas: Beck, Barrett, Frazier, Helm, McQueary, Simpson

Nays: 0

Abstentions: 0

Excused: Flammang, Lawrence

Motion carried.

Announcements

- Chuck reported Deschutes County Commissioners have shown their interest in senior needs by authorizing \$25,000 to hire part-time staff to oversee and supervise academic interns who will be involved in all aspects of senior programs for one year. The plan is to keep documented statistics to convince the commissioners of the need to continue funding the position.
- Dawn reported that Chuck has been reappointed to GCSS.
- Dawn reported an interest form from George Miller of Douglas County has been received. Eunice encouraged him to apply.

- Dawn reported a second letter of support has been received regarding Nancy NesSmith becoming a GCSS member; however, the Governor’s Office has not received an interest form from her. Elaine mentioned she knows of Nancy and will contact her about a local board and GCSS.

AGENDAS AND MEETING PLANNING

Committee Meeting Times and Location of Meetings

Elaine reported on the options presented, calculating the costs for each motel. Comfort Suites is the less expensive overall, their option #2.

Motion: Elaine Barrett moved to recommend to the full commission to hold all Salem meetings at the Comfort Suites.

Vote: 6-0-0-2

Yeas: Beck, Barrett, Frazier, Helm, McQueary, Simpson

Nays: 0

Abstentions: 0

Excused: Flammang, Lawrence

Motion carried.

BUDGET UPDATE

Elaine provided a budget update. She confirmed that the air travel refunds from Ontario have been applied and that GCSS is on target for the biennium.

GCSS DRAFT POLICIES AND PROCEDURES

Budget and Expense Reporting

Elaine will draft a policy and procedures for budget and expense reporting to be discussed at the July meeting. Elaine suggested that “The Financial Officer gives quarterly reports to GCSS” be included in the Bylaws.

Action Item: Elaine will draft policy and procedures on the budget and expense reporting.

Action Item: Tim will draft the Bylaws addition.

Other

- Dawn reminded members not to “respond to all” on emails but rather to respond to staff only to avoid potential unintended public meetings of a quorum via the internet.

- Members expressed appreciation for the way the packet was put together (one document with page numbers).

Requests for Letters of Support from Non Profits

Members reviewed the draft policy on the endorsement of goods and services.

Motion: Peggie Beck moved to recommend to the full commission to adopt the policy.
Remona Simpson seconded the motion.

Vote: 6-0-0-2

Yeas: Beck, Barrett, Frazier, Helm, McQueary, Simpson

Nays: 0

Abstentions: 0

Excused: Flammang, Lawrence

Motion carried.

Selection of New Commission Members

Members reviewed the draft policy on the selection of new commission members.

Motion: Peggie Beck moved to recommend to the full commission to adopt the policy.
Remona Simpson seconded the motion.

Vote: 6-0-0-2

Yeas: Beck, Barrett, Frazier, Helm, McQueary, Simpson

Nays: 0

Abstentions: 0

Excused: Flammang, Lawrence

Motion carried.

AGENDAS AND MEETING PLANNING (CONTINUED)

Committee Meeting Times and Location of Meetings (continued)

The following decisions were made for committee times:

Wednesday

Caregiver Supports and Senior Safety,
10:00-11:50

Senior Issues (previously Healthy Living),
1:00-2:50
Health and Wellness, 3:00-4:50

Thursday

Legislative and Advocacy, 8:15-9:45
Full Commission, 10:00 – 3:00

July Meetings

All committees will focus on developing their workplans. The decision was made to not have a lunch speaker in between committee meetings on Wednesday. Members can bring a sack lunch or visit a nearby restaurant.

Action Item: Staff will send an email with information on restaurants nearby.

September Meetings (Medford)

Members discussed having a similar meeting format for Medford to that of the Ontario and Astoria meetings. They would like to include roundtable discussions, a public forum, dine-around, and lunch at the local senior center.

Action Item: Staff will contact the senior center and will follow-up with Don Bruland.

Action Item: John Helm will work on identifying dine around table hosts.

Annual Celebration

Members discussed Annual Celebration details and suggested doing a repeat of last year in regards to a lunch event at Creekside with the same meal options.

Action Item: Eunice, Charles, Dawn, and Becky will be meeting prior to the July meetings to discuss plans further.

Action Item: John will arrange for the harpist.

OTHER ITEMS

Chuck mentioned the DHS Policy Option Packages (POPs) document, facilitating discussion on the process and comparison of the POPs with the Long Range Plan.

Action Item: Staff will provide the documents for review.

Action Item: Staff will remind members to review the Long Range Plan document before the July meeting.

MEETING ADJOURNED: 11:35 A.M.